



Child and Adult Care Food Program (CACFP) Webcast Self-Study

Directions: For each question, circle the ONE statement that best answers the question. Submit a copy of your completed answers with a signed copy of the Webcast Certification.

Agency Name: _____

Determining Household Size-Income Statements (HSIS)

1. A HSIS becomes effective (valid) when:
 - a) The parent signs and dates the form
 - b) The Determining Official from your center dates and initials the completed form
 - c) The child becomes enrolled in the center
 - d) The HSIS is received by the center
2. If a HSIS is missing information (adult member's social security number, household income, case number, parent's signature or date), what must be done?
 - a) The HSIS must be determined as non-needy until the missing information is obtained and added
 - b) Contact the adult household member to obtain the missing information
 - c) Properly document the added information on the HSIS
 - d) All of the above
3. When the Determining Official adds missing information to a HSIS submitted by the adult household member, the Determining Official must write the following next to the added information:
 - a) Who the information was received from and the date the information was received
 - b) If the information was received by phone, in person or in writing
 - c) The Determining Officials initials
 - d) All of the Above
4. A child is automatically "free" if their family receives W2 Child Care Assistance.
 - a) True
 - b) False

Maintaining the Household Size-Income Record (HSIR)

5. When completing the HSIR, how should your agency determine which children to include in the enrollment each month and what their need categories (F, R, N) are?
 - a) Use your center's enrollment policy (which is submitted to DPI on the annual application)
 - b) Ensure that the children on the attendance records are included on the HSIR
 - c) Compare the HSIR to the need category determined on the HSIS
 - d) All of the above

6. How should the HSIR be marked when a child is no longer enrolled at the center?
- a) The child should be erased from the HSIR
 - b) The child should not be marked in any need category starting the first month after the child terminated from the center. Do not remove the child's name from the HSIR. A line should be drawn through the months in which the child is no longer enrolled.
 - c) The child should be marked as non-needy until the end of the fiscal year.
 - d) The child should stay on the HSIR for the rest of the year, marked as F, R or N. Once they are added to the HSIR, their eligibility will count for the rest of the year.
7. What is the best way for children's names to be listed on the HSIR?
- a) In alphabetical order, last name first
 - b) In the same order as the income statements that are on file
 - c) The children's full names should be included on the HSIR
 - d) All of the above

CACFP Civil Rights Requirements

8. What documents must be completed every year and kept on file at your agency?
- a) News Media Release must be submitted to the local news media outlet
 - b) The Civil Rights Data Collection Form
 - c) The "And Justice for All" poster
 - d) Both A & B
9. What must be done with the Parental Notification (Building for the Future) flier?
- a) Distribute to all currently enrolled families
 - b) Include in the enrollment packet for any newly enrolled families
 - c) Include the agency contact information at the bottom of the form
 - d) All of the above

Completing the CACFP Claim for Reimbursement

10. How do you calculate the Average Daily Attendance for the claim each month?
- a) Divide the highest number of meals by the number of days of service
 - b) Using your daily attendance records, divide the total monthly attendance for the center by the number of days of service
 - c) Average daily attendance equals total enrollment for the month
11. When must meal counts be recorded?
- a) During the meal or immediately following the meal
 - b) At the end of the day
 - c) At the end of the week
 - d) Anytime before submitting the claim since meal counts can be based on attendance records